

Proposed Policy Regarding Extension of Grant Agreements

Background Information

The following chart illustrates the status of projects reserved/approved/in grant agreement.

Round	Total No. of Grants		Completed Projects		Active Projects		Project not in Grant Agreement	
1	30		4		26		0	
2	Planning	Project	Planning	Project	Planning	Project	Planning	Project
	30	43	4	4	25	37	1	2
3	Planning	Project	Planning	Project	Planning	Project	Planning	Project
	12	41	0	0	8	8	4	33

As of this date, there are very few projects that have completed their project with our office. Instead, we have received numerous requests to extend projects beyond their original date of anticipated completion.

Generally, grant recipients are requested to provide written documentation to request an extension with specific information as to the reason(s) for delay as well as the submittal of a new timeplan. Extensions are evaluated by staff on a case by case basis. Usually, extensions have been approved for up to 3-6 months outside their original end date.

However, as CCHE begins its phase out plan, and in order to comply with our deadline date for final encumbrances and initiating our liquidation period, there is concern about granting further extensions without a formal policy.

Proposed Policy

Therefore, the following policy is proposed:

The CCHE Board should be informed of the progress of all CCHE Grant Agreements at their regularly scheduled quarterly meetings. This information will be provided to the CCHE Board in the form of a matrix indicating the start and anticipated end date of all projects. The matrix will also indicate whether a project has previously asked for an extension (or the number of extensions) and whether the project is progressing according to the workplan submitted.

If it appears that a project is more than six months behind its scheduled workplan, the grantee will be asked to provide written documentation as to the reason(s) for the delay and provide CCHE staff with a revised timeline when the project will be completed. This information will also be forwarded to the CCHE Board before their regularly scheduled quarterly meetings.

CCHE staff will continue to be able to grant project extensions on a case by case basis when the applicant can demonstrate sufficient information is provided to illustrate that the project can be completed within a reasonable timeframe. In no case will the CCHE staff grant an extension that extends past June 30, 2010.

Thus, in cases where a project is more than six months behind its scheduled workplan, and also in cases where it appears that projects will need to meet other requirements that cannot be performed within a reasonable time, the project will be brought before the CCHE Board to either: 1) extend the project to a timeline specified by the CCHE Board with Board stipulations; or 2) that their grant will be terminated as of the date when the project is heard by the CCHE Board, and have the remaining CCHE funds returned back to the general grant fund, or 3) ask the Board to take other action.